



Idaho Department of Administration

Division of Public Works

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Director

**PAT
DONALDSON**
Administrator

July 20, 2021

REQUEST FOR QUALIFICATIONS (RFQ)

TO: Audio Visual Design-Build Teams

FROM: Pat Donaldson, DPW Administrator

SUBJECT: DPW PROJECT NO. 21516
ISP: AV at Meridian Campus
Meridian, Idaho

RFQ submittal packages will be received at the Division of Public Works (DPW) office, located at 502 N. 4th Street, PO Box 83720 Boise, ID 83720-0072, by 3:00 p.m., Mountain Standard Time Zone, on **Thursday, August 26th, 2021 at 2:00 PM (Mountain)**, for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Lindsay Erb, DPW Project Manager
Division of Public Works
502 N. 4th St.
PO Box 83720
Boise ID 83720-0072
(208) 407-8222 (cell)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

An informational meeting will be held on **August 18, 2021 at 10:00 am** at to provide program clarification and answer questions. Interested parties should meet at the main entrance of the Building 1 Administration at 700 S. Stratford Drive, Meridian, Idaho. Park in Visitor Parking.

This project will be funded by Idaho State Police Agency Funding. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the

Department of Administration, the Agency, and the Design-Build team. All site investigation shall be at no cost to the owner.

DESCRIPTION OF PROJECT

The Idaho State Police (ISP) has several classrooms and conference rooms that are needing to be modernized and equipped with Audio/Visual equipment for virtual meeting attendance. Each room will be equipped with camera, microphone, large presentation screen, and any necessary wiring needed to control A/V system. Not all rooms are identical in size, space, or needs. Some of these rooms have existing old projectors and screens that will be replaced, and some rooms do not have any existing equipment. These rooms are located across 6 district office locations (CDA, Lewiston, Meridian, Jerome, Pocatello, Idaho Falls), with many of the rooms being in Meridian. A contractor should be able to provide continued maintenance and support on the selected A/V system. This project will provide standardization of AV technology to be used for this project as well as future installations.

REQUIRED SERVICES

The State is requesting proposals for complete design-build services including design and installation of AV technology and associated infrastructure. A total project budget of approximately **\$350,000.00** has been established to include fees, reimbursables, contingencies, testing, and training. A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Design Build team shall have a current Public Works contractor license in the State of Idaho.

The Design Build team will be responsible for Pre-installation planning and assessment of existing classroom and conference room configuration, schematic design development for ISP / DPW approval and final construction documents and associated cost estimates.

The Design Build team will be responsible for Installation of final selected AV equipment and infrastructure, final as built of installation, owner manuals, on site training, and potentially on going maintenance support for ISP.

The Design Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, close out documents, warranties, etc.

The Design Build team will be required to meet monthly with the Project Manager for the purpose of providing a verbal and /or written reports regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design Build team shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design Build team shall develop all necessary presentation materials for one (1) presentation to the Permanent Building Fund Advisory Council.

QUALIFICATION STATEMENT CONTENT

A. **Basic Qualifications:** Provide basic data relative to the Design Build team's size, history, personnel, resources available, production capabilities and general information. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications:** List the design professionals and consultants expected to accomplish the work. The design professionals and consultants should have an understanding of the local area and local demographics. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, challenges and opportunities as well as alternative concepts and methods for consideration. Limit to two (2) pages.

D. **Special Requirements:** Provide information regarding special expertise with this type of project. Examples are: any special training and previous experience with this type of project.

E. **Examples of Work:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. For Design-Build teams who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Past Performance:** Submit recent reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.

G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

SUBMITTAL

Submit one (1) hard copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from ISP, and an independent Design Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	25
C	Approach to Project	25
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	10
G	Format	5
		100

EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design Build teams invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Design Professionals will be presenting in person at DPW's office located at 502 N. 4th Street, Boise, Idaho. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F and demonstrate via verbal and virtual communication the ability to complete the design services through the schematic design phase; 15-20 minutes for the selection committee to ask questions; and 5-10 minutes for the Design Build team to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20
Communication Skills	20
	100

PROPOSED DATES:

Informational Walk-thru Meeting	August 18, 2021
Receive RFQ Submittals	August 26, 2021
Oral Interviews	September 16 th or 17 th , 2021
PBFAC Selection Approval	October 6, 2021
Negotiate Contract	October 2021
Final Construction Documents	January 2022

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances. An example of the State of Idaho's Design Build Agreement can be found on the DPW website <https://dpw.idaho.gov/docs-forms-guides>.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

End 21516 RFQ